

CURRENT EMPLOYMENT OPPORTUNITIES:

Job Title: MAIN STREET ADMINISTRATIVE ASSISTANT Job Code: 1931b

Full-Time: ☒ Part-Time: ☐ Temporary: ☐ Seasonal: ☐ Other: ☐ _____

Department: MAIN STREET

Salary: \$30,127.01 / Annual Hourly Rate: \$14.48 Per Hour Pay Grade: 14

Days/Times: 8 A.M. to 5:00 P.M. WITH SOME FLEXIBILITY DUE TO REQUIRED NIGHT AND WEEKEND EVENTS, MEETINGS, ETC...

Closing Date: OPEN UNTIL FILLED

Application Information:

Interested and QUALIFIED persons should complete a City of Carrollton Employment Application at Carrollton City Hall, 315 Bradley Street, 1st Floor, Carrollton, GA 30117 - (770) 830-2000. Resumes are encouraged and may be emailed to the Departmental Contact, Phoebe Ericson at: pericson@carrollton-ga.gov

Department Contact Name: Phoebe Ericson, Main Street Director

Contact Number & Email: (770) 832-6901 / pericson@carrollton-ga.gov

**** Please note that successful candidates for employment must pass a background check and drug screening prior to employment.***

Job Description:

GENERAL STATEMENT OF JOB:

Under general supervision, performs administrative duties and secretarial duties, dealing with the development, conduct, execution and documentation of the Main Street Program. Reports to the Main Street Director

SPECIFIC DUTIES AND RESPONSIBILITIES / ESSENTIAL JOB FUNCTIONS:

Maintains membership documentation and renewals, may assist in the creation and implementation of advertising and marketing pertaining to the Program and assists the Director in the implementation and execution of all Main Street Events.

Assist the Director in processing all membership applications and assists in the execution of the Membership Incentives Program. Membership incentives include but are not limited to Downtown Dollars, Main Street Discount Card. May assist the Director promotional advertising opportunities, business directory listings, and façade design assistance.

Distributes all brochures annually for the Main Street Program and distributes them to merchants, CVB, state visitor centers, Chamber and more.

Assists the Director in the annual Main Street Membership Drive.

Works with the Director to secure new business memberships and community memberships.

Assists the Director in handling and processing all event applications pertaining to the Main Street Program. These events include but are not limited to Mayfest, Taste of Carrollton, and the Christmas parade.

Assists the Director in the implementation and execution of all Main Street events including but not limited to Mayfest, Taste of Carrollton, Wolves Capture the Square, Fall Festival, Lighting of the Square and Open House, and the Christmas parade.

Assists the Director in the implementation and execution of all Amphitheater events including but not limited to musicals, concerts, movies, worship services, weddings, facility rentals and more.

Works with Artists and Managerial Staff to coordinate the needs for performers and communicates with the Amphitheater Sound Technician all needs of the Artists/Performers.

Assists the Director in negotiating Artists rider terms and execution of those Artist rider terms.

Assist the Director in coordinating the quarterly Merchant Exchange Meeting.

Assists the Director in managing all volunteers for the Main Street Program events and Amphitheater events.

Assists the Director in executing and implementing the website and the iPhone app development project.

ADDITIONAL JOB FUNCTIONS:

Performs other related duties as required.

MINIMUM TRAINING AND QUALIFICATIONS:

Bachelor's Degree in related field preferred with one to three years of experience in public relations, office organization, or any equivalent combination of education, training, and experience which provides the necessary knowledge, skills, and abilities for this position. Proficient in many of the following or similar software: Excel, PowerPoint, MS Word, and WordPress. Excellent verbal and written communication skills are essential. Must be willing to work many nights and weekends, be able to lift 20 pounds and have reliable transportation.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be able to operate a variety of office machines, tools, equipment, etc., such as a calculator, copier, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange technical, administrative and policy related information. Includes giving assignments and/or directions to co-workers and volunteers.

LANGUAGE ABILITY: Requires the ability to read a variety of informational, documentation, directions, instructions, and methods and procedures. Requires the ability to write reports with proper format, punctuation, spelling, and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the position.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors, the general public, Program participants, and parents; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM / SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with office equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have above average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, volunteers, parents, etc.) beyond giving and receiving instructions such as in interpreting policies and procedures. Must be adaptable to performing under moderate stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear; (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has considerable knowledge of the policies, procedures, and activities as they pertain to the performance of duties relating to the position. Has considerable knowledge of various Main Street Programs, rules and regulations of applicable guidelines as necessary in the completion of daily responsibilities. Knows how to keep abreast of any changes in policy, methods, Main Street Program trends, rules, regulations, equipment needs, etc. as they pertain to operations and activities. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Is able to use independent judgment as situations warrant. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the Main Street Program. Has the mathematical ability to handle required calculations using percentages and decimals. Is knowledgeable of computer operations. Is skilled in operating required equipment and machines.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all departments and divisions, co-workers and the general public.

Quantity of Work: Performs described "Essential Functions" and related assignments efficiently and effectively in order to produce quantity of work which consistently meets standards and expectations of the organization.

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, policy, standards, and prescribed procedures. Remains accountable to assigned responsibilities in the technical, human, and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absences and tardiness. Provides adequate notice to supervisors with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with City and/or Program policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between staff persons and departments within the City.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and Program benefit. Contributes to maintaining high morale among all Program employees. Develops and maintains cooperative and courteous relationships with Program staff, employees and managers in other departments, representatives from organizations, and the public so as to maintain good will toward the department and to project a good department image. Tactfully and effectively handles requests, suggestions, and complaints from other department and persons in order to maintain good will within the Program. Emphasizes the importance of maintaining a positive image within the Program. Interacts effectively with the Community Development, Planning Department, Department Directors, staff, elected officials, Program participants, and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work assignments and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussion on time. Implements work activity in accordance with priorities and estimates schedules.

Safety and Housekeeping: Adheres to safety and housekeeping standards established by the City and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.